

**CITY OF LOS ALTOS
POSITION CLASSIFICATION**

SPECIAL PROJECTS MANAGER

Definition: To manage and coordinate the implementation of capital or general projects and to provide support to the City departments in managing projects. This includes the coordination of the planning, design, development, and implementation of general and capital improvement projects. This is a generalist position focused on managing projects. Also performs highly responsible, complex, and varied professional administrative and analytical work in the development, implementation, and administration of Citywide programs, projects, or policies.

Distinguishing Characteristics: This position will typically manage projects of varying complexity, exercising independent judgment and the ability to work with minimal guidance and supervision.

Supervision Received and Exercised: Receives general direction from the City Manager. May provide technical supervision of vendors, consultants and contractors.

Essential Job Functions:

Duties may include, but are not limited to, the following:

1. Coordinate, consult, and communicate with other departments, architects, landscape architects, planners, commissions or committees, public agencies, developers and others in the development and implementation of project feasibility studies, concepts, programming, planning, design, construction, and other activities for assigned projects.
2. Coordinate planning, design and implementation of assigned capital or general projects.
3. Develop, recommend, and maintain accurate and current project budgets.
4. Manage cost and quality controls in all project activities.
5. Assist in development of procedures, policies, record-keeping, and duties as required related to overall administration of projects.
6. Direct the work of contract consultants retained to provide particular expertise in project studies, programming, development, design, or management.
7. Participate in, or manage the selection, hiring, and development of agreements with consulting firms. Act as the City representative in directing consultants.
8. Plan, prepare, and communicate schedules and progress records of projects' activities and expenditures, and assist others in establishing project schedules and milestones.
9. Develop critical path or project flow diagrams to plan, set and evaluate progress on project tasks.
10. Solicit and review bids, and recommend contract awards.

SPECIAL PROJECT DIRECTOR

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11. Coordinates and consults with Engineering staff on technical projects and assignments.
12. Monitor contractor performance, review and process submittals and change orders, retain construction management and inspection assistance as needed, and carry out related activities associated with project construction.
13. Review, analyze, and prepare reports and other correspondence on all activities and transactions related to assigned projects, and provide timely information and status updates on assigned projects.
14. Give presentations and conduct meetings on issues regarding assigned projects, within the City organization and for citizens and citizens groups.
15. Prepare reports on program, feasibility, site options, budget, schedule, design alternatives, or construction issues.
16. Prepare and submit grant requests and applications and monitor and manage grant funds received for compliance with terms of grants.
17. Other related duties as required.

Minimum Qualifications:

Knowledge of:

- Project management principles and techniques.
- Procedures for planning and processing capital projects, and for establishing plans, specifications, construction, and inspection for capital projects.
- Principles of contract management.
- Cost estimating and tracking and scheduling for projects.
- Pertinent local, state and federal laws, regulations, and enforcement procedures related to contracts, agreements, and CEQA.
- City and other agency processes related to general capital projects and improvements.
- Principles and practices of personnel supervision and management.

Ability To:

- Coordinate and supervise special projects, capital projects, and consultant studies.
- Accurately analyze situations and problems relating to capital projects, identify alternative solutions, project consequences of proposed actions, and implement an effective course of action in accordance with general policy and pertinent codes and regulations.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships in the course of performing assigned responsibilities.

Adopted: May 13, 2008

- Utilize project management software and capital project record systems.

Experience and Education Guidelines:

Any combination equivalent to experience, education and training that would likely provide the required knowledge and abilities could be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Five years of managerial supervision experience related to capital project management, facilities management, construction and supervision.

Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in planning, public or business administration, real estate development, architecture, construction management, or related field.

Licenses, Certificates or Special Requirements: Possession of or ability to obtain, prior to employment, a Class C California Driver License and a satisfactory driving record.